Staff Services for Employers Using the MTB

Presented By:

Michigan Talent Bank Services

Bureau of Workforce Programs

Michigan Department of Labor & Economic Growth

March 2008

Agenda

Introduction:
- Laws & Policies

Part 1:
- Registering Employers

Part 2:
- Entering Job Orders

Part 3:
- Resume Searches

Introduction: Laws and Policies

Introduction: Key Laws

- Wagner – Peyser
- Code of Federal Regulations (CFR)
- EEO
- Immigration & Nationality Act
- Veterans' Laws
- ES Manual Sec. 030 and 100 – 199

Introduction: EEO Example

- Against the law
- BFOQ
- Age
- Veterans
- Targeted Groups
- Other

Part 1: Registering Employers

- Mediated Services Tools

- Validation Process

- Questions & Discussion

Part 1: Registering Employers

Talent Bank Through Mediated Services

Select Special Functions

Select Employer Menu
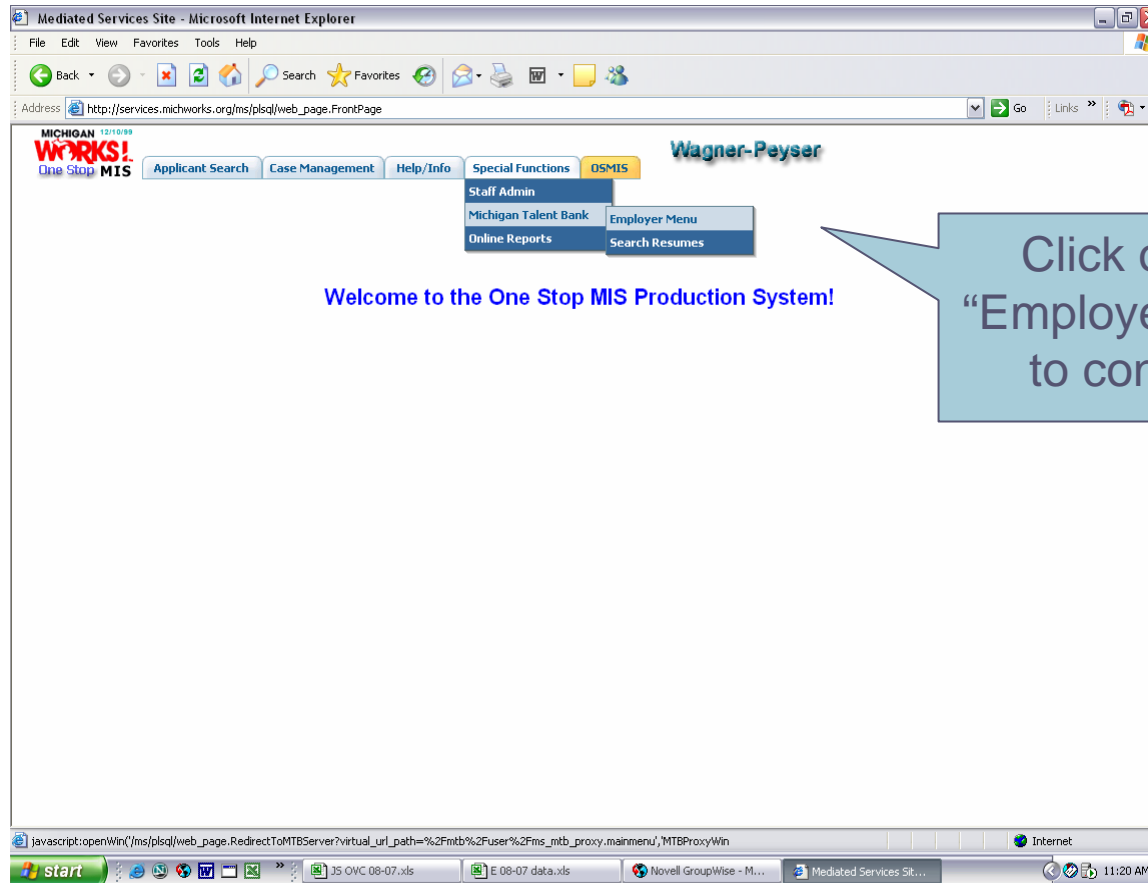
Staff Employer Menu
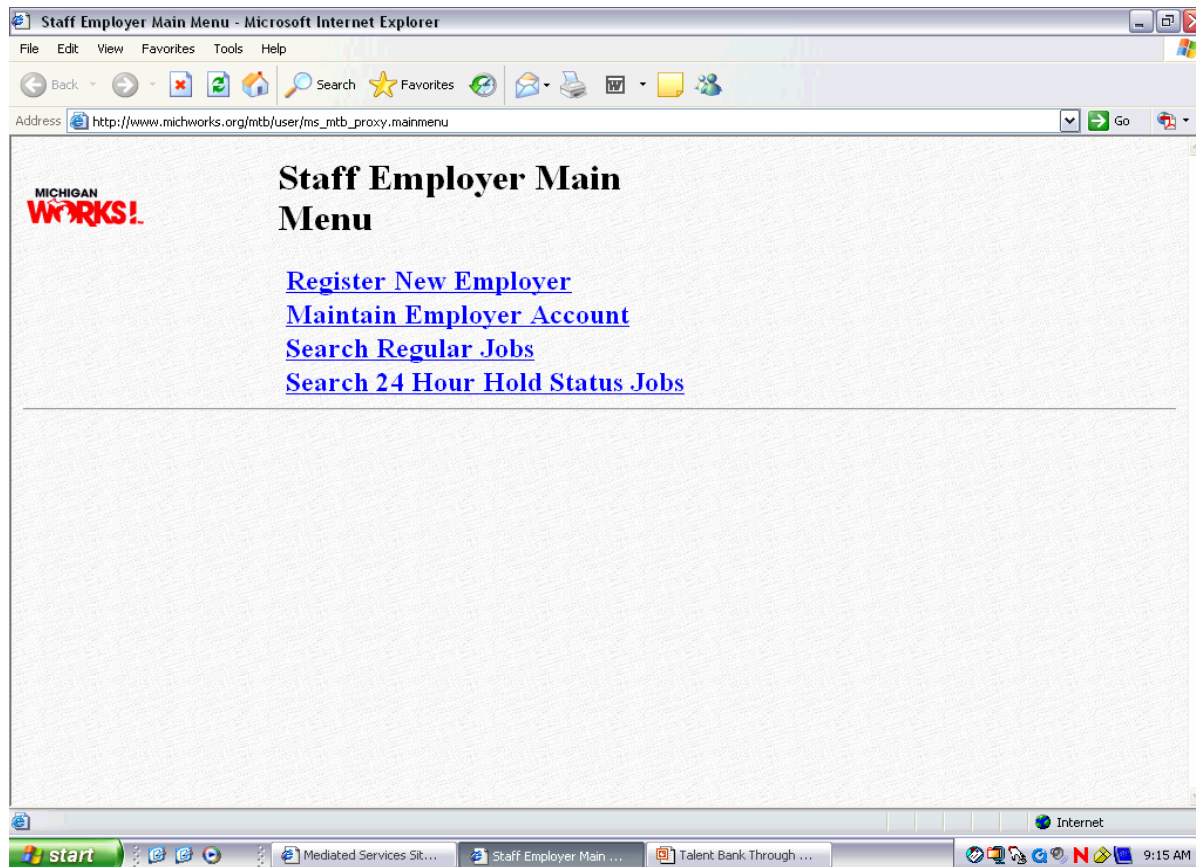
Register New Employer

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Employer ●
Job Seeker ●
Career Portal ●
Local Offices ●

About Us ●
Privacy Statement ●
Quit ⊗

Sign up...

Please complete the form below to register your business with MTB. Items marked with a dot ● are required.

Business name● Mc Donald Test

Address● 2525 Apple Berry Lane

Additional address

City● Detroit

State● Michigan

Zip● 48235 -

FEIN● 98858589374   Explain

Must have a valid FEIN number
Unless you specify Job Development
When you enter a Job Order

Your first name● James

Your last name● Micheals

Telephone ● 313-458-5858   Ext.

Fax

Email ● Michealsindustry@hotmail.com   Don't have an email address? click here

Confirm Email ● Michealsindustry@hotmail.com

Please add MTBNotify@michigan.gov to your address book to ensure that you will receive our messages.

Register New Employer Cont'

Enter your Company's Website below, to have it appear on any job orders that you post. Also, we are providing our customers with the capability to find companies that offer internships. Please enter your Company's Internship Website below.

Web site cheasMcdonald@mcdonald.com

Company Internship Website Mcdonalds.com

Please provide us information about your **primary** business.

Are you a Military Recruiter? •
Yes No
○ ⦿

Are you a Federal Contractor (FCJL)? •
Yes No
○ ⦿

Business category • Accommodation and Food Services

Business type • Limited-Service Eating Places

Product line or service Food and Beverage   Explain

NEXT ►

Go to the Staff Employer Main Menu

Goto Main Menu

User ID & Password

Privacy & Terms of Use

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Sign up...

Privacy and Terms of Use Statement

This Privacy and Terms of Use Statement governs the way the Michigan Talent Bank collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. The Michigan Talent Bank takes every precaution to protect the information of a user. When a user submits sensitive information via the website, the information is protected both on-line and off-line.

Safeguards for Employers

- **Validation:** All employers must sign up to use the system and must be validated by agency staff before any personal contact information contained on a resume is available to them.
- **User ID and Password:** An employer establishes a unique User ID and Password when signing up. This User ID and Password is required for all future access to the system.
- **Access:** Employers control how job seekers contact them from the job posting. Employer contact information provided for validation will not be released. No employer information will be sold for any purpose.

Modifications

The Michigan Talent Bank reserves the right to modify or amend this Statement at any time.

Contact

If you have any questions about this Privacy and Terms of Use Statement, contact us at MTBHelp@Michigan.gov, call us toll free at 1-888-253-6855 Monday through Friday, 8:00 AM to 5:00 PM, or write to:

Michigan Department of Labor & Economic Growth
Labor Exchange Services Division
Michigan Talent Bank Services Section
3032 W. Grand Boulevard, Suite 9-400
Detroit, Michigan 48202
USA

Consent

By clicking on the box below, you agree with the terms of this Statement. Whenever you submit information, you consent to the collection, use, and disclosure of that information in accordance with this Statement.
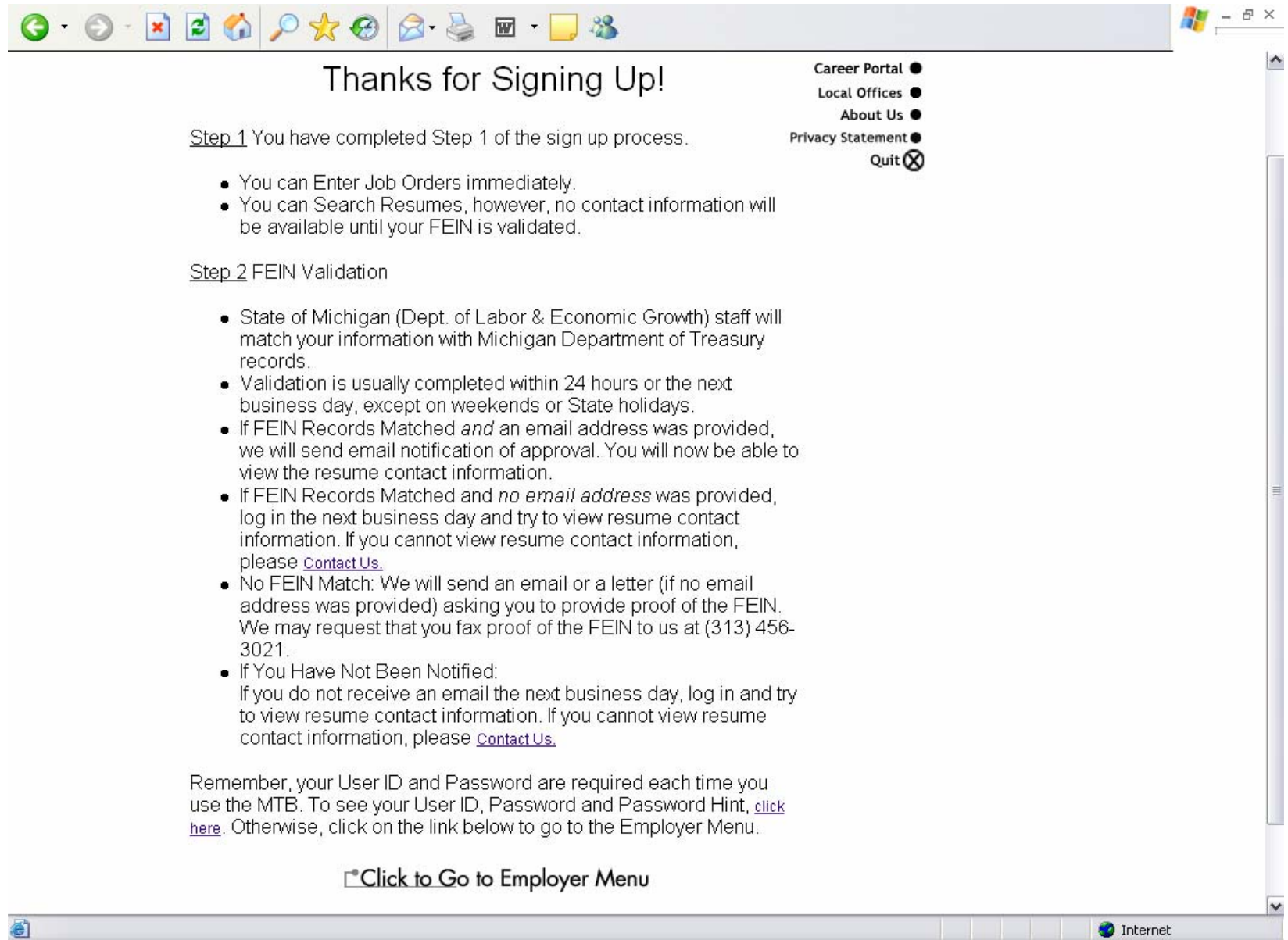
Agree   Disagree

Print Page

. . . .

Employer   Job Seeker   Career Portal   About Us

Privacy Statement   Home   Help   Contact Us

Thanks for Signing Up

Thanks for Signing Up!

Step 1 You have completed Step 1 of the sign up process.

- You can Enter Job Orders immediately.
- You can Search Resumes, however, no contact information will be available until your FEIN is validated.
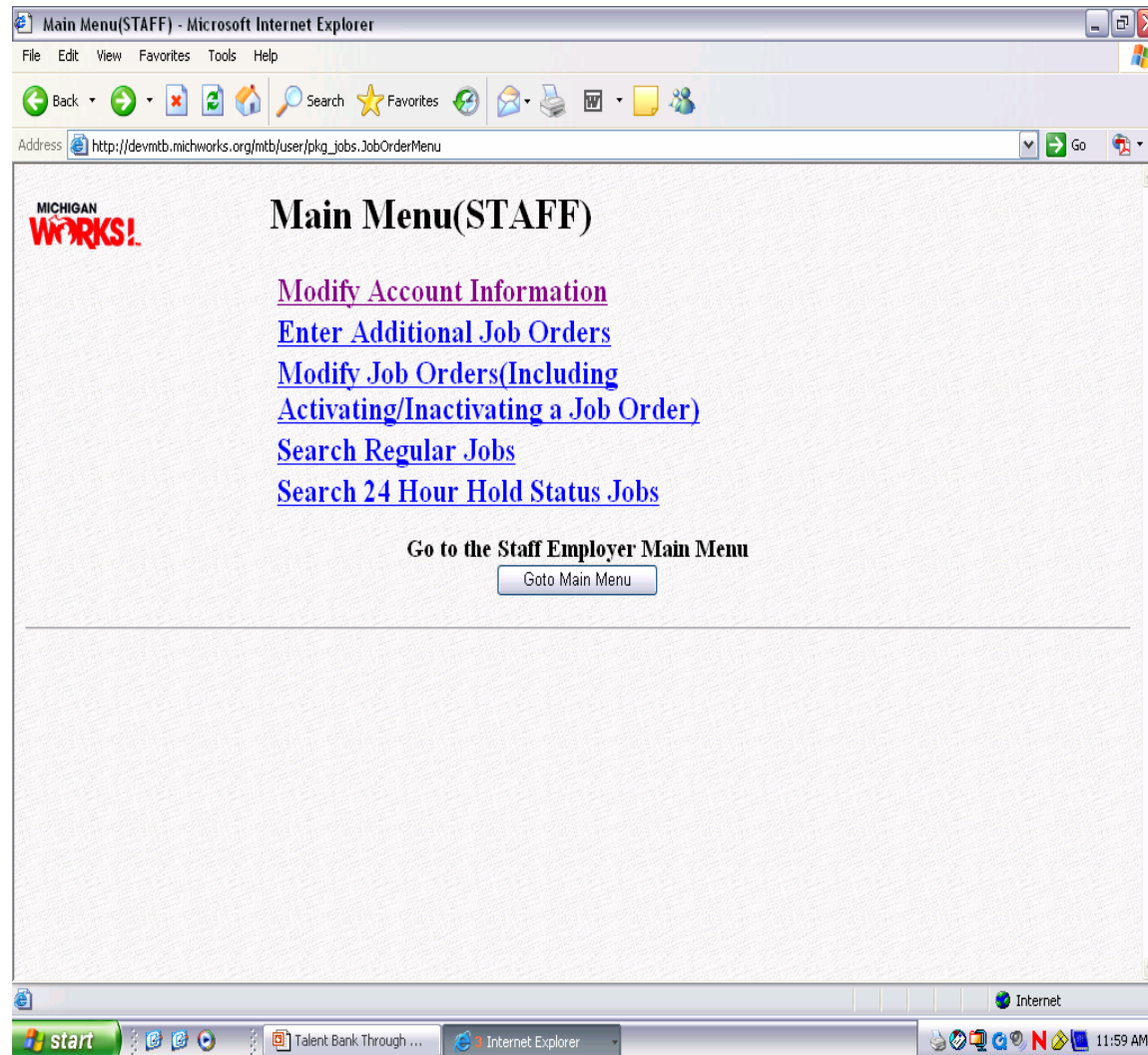
Step 2 FEIN Validation

- State of Michigan (Dept. of Labor & Economic Growth) staff will match your information with Michigan Department of Treasury records.
- Validation is usually completed within 24 hours or the next business day, except on weekends or State holidays.
- If FEIN Records Matched *and* an email address was provided, we will send email notification of approval. You will now be able to view the resume contact information.
- If FEIN Records Matched and *no email address* was provided, log in the next business day and try to view resume contact information. If you cannot view resume contact information, please Contact Us.
- No FEIN Match: We will send an email or a letter (if no email address was provided) asking you to provide proof of the FEIN. We may request that you fax proof of the FEIN to us at (313) 456-3021.
- If You Have Not Been Notified:
  If you do not receive an email the next business day, log in and try to view resume contact information. If you cannot view resume contact information, please Contact Us.

Remember, your User ID and Password are required each time you use the MTB. To see your User ID, Password and Password Hint, click here. Otherwise, click on the link below to go to the Employer Menu.

⌐*Click to Go to Employer Menu

Employer Main Menu for Staff

Modify Account Information

Validation

Questions and Discussion

Part 2: Job Order Topics

- Use Mediated Services
- Entering Orders
- Replicating Orders
- Links to Websites
- Maintaining Orders

Getting Started
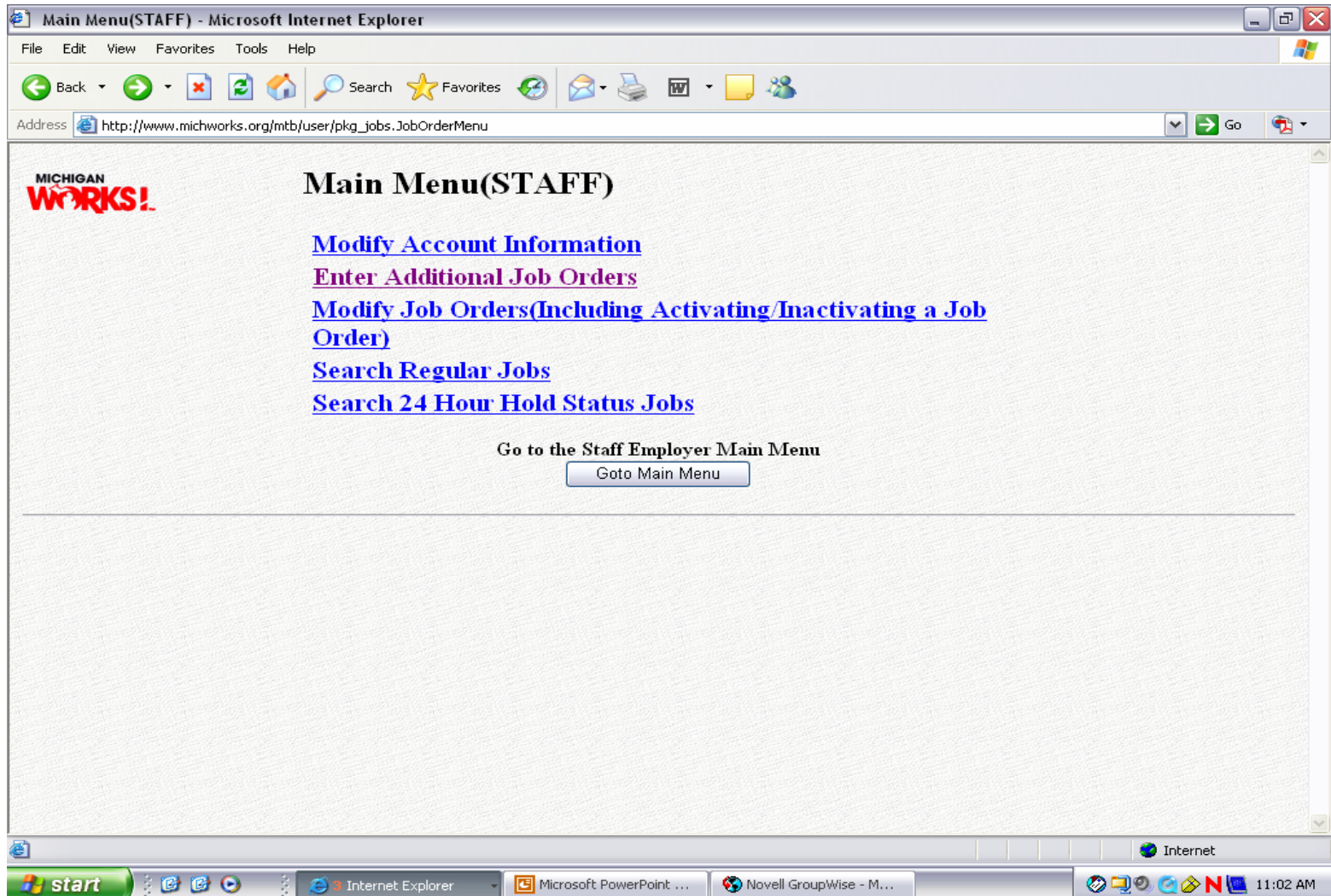
Employer Account Search Criteria

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address http://devmtb.michworks.org/mtb/user/MS_MTB_PROXY.Search

MICHIGAN
WORKS!.

Employer Account
Search Results

If an employer account is in Inactive Status, contact the MTB Help Desk at 1-888-253-6855 for assistance. Please do not enter a new registration for that employer.

You are viewing records 1 through 1 of 1

Employer Name	Account Status	Employer City	Employer Address	Employer Zip	Created By	Date Registered	Employer User ID
MC DONALD	AC	Detroit	1258 Berry Lane	48235	STAFF	10/08/2007	HOME123

New Search

Go to the Staff Employer Main Menu
Goto Main Menu

Done   Internet

start   Talent Bank Through ...   3 Internet Explorer   12:07 PM

Back   Search   Favorites

Address http://www.michworks.org/mtb/user/PKG_JOBS.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100939143   Go

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Check Spelling ✓

Quit ⊗

Enter
Job Order

The contact information is pre-filled from your registration. It will be displayed to job seekers viewing your job order. You may delete any contact information you do not wish to display, except *Business Name* and *Contact Name*.

Items marked with a dot ● are required.

Contact Information   Job Requirements
Job Description   Job Location
Salary   Posting Period

Is this posting for an Internship position: ●   ⦿ No
                                                  ○ Yes

Job Development? ⦿ No
○ Yes

Contact Information

Select the preferred methods   ☑ Phone   ☑ Mail
of contact by job seeker: ●   ☐ Fax   ☐ In-   ☐ Web
                                             person   site

Done   Internet

start   3 Internet Explorer   Microsoft PowerPoint ...   Novell GroupWise - M...   12:01 PM

Job Order Cont'd.

Enter Job Order - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address http://www.michworks.org/mtb/user/PKG_JOBS.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100939143

Field	Value
Business name •	MC DONALD TEST
Street address	2525 Apple Berry Lane
Additional address	
City	Detroit
State	Michigan
Zip	48235 -
Contact first name •	JAMES
Contact last name •	MICHEALS
Telephone	(313)458-5858 Ext.
Fax	
Email	michealsindustry@hotmail.com
Web site	http://MicheasMcdonalds.com
Directions to business	

Job Description

Field	Value
Career category •	Food Preparation & Serving Related Occupations
Job title •	Team Member/Cashier
Job description Explain	Take money from customer when order is placed. Along with fill orders with merchandise. Clean counters and food stations.

For better matches, **Job Title** should only contain words commonly used to identify the position

Done   Internet

start   3 Internet Explorer   Microsoft PowerPoint ...   Novell GroupWise - M...   12:12 PM

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address   http://www.michworks.org/mtb/user/PKG_JOBS.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100939143

Benefits offered
- ☑ Dental   ☑ Paid Sick Leave
- ☐ Life   ☑ Paid Vacation
- ☑ Medical   ☑ 401(k)
- ☐ Optical   ☐ Pension Plan

Other Benefit [   ]

Job Requirements

Minimum education/degree [high school diploma ▼]

Years of experience [less than 1 years of experience ▼]

Specific requirements:
- ☐ Bondable
- ☐ Drivers License - Private
- ☐ Drivers License - Commercial (CDL)
- ☐ Endorsements - Double/Triple Trailers
- ☐ Endorsements - Passenger
- ☐ Endorsements - Tank Vehicle
- ☐ Endorsements - Hazardous Materials
- ☐ CDL Restrictions - Air Brake Restriction

- ☐ CDL Restrictions - Other
- ☐ Drug Screening
- ☐ Employment Test
- ☐ Own Tools
- ☐ Physical Exam
- ☐ Reference/Security Check
- ☑ Union Membership Required

Additional requirements (i.e. frequent travel).

[   ]

Done   Internet

start   Internet Explorer   Microsoft PowerPoint ...   Novell GroupWise - M...   12:24 PM

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address http://www.michworks.org/mtb/user/PKG_JOBS.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100939143

Position type Full Time

Hours per week 40

Job(s) available ● 5

Number of Jobs Filled

As you fill these positions, please provide feedback to MTB by entering the **Number of Jobs Filled** for this job order. Thank You.

The Michigan Opportunity Partnership (MiOP) helps Michigan businesses find the skilled workers they need. Michigan Works Agencies are the key statewide MiOP partners providing local services. If you select the second option below, a Business Liaison from a local Michigan Works Agency will contact you within 2 business days.

◉ I'd prefer to use the self-service features of the Michigan Talent Bank to find my candidates for this job order.

○ In addition to the self-service features of the Michigan Talent Bank, I would like assistance in finding qualified candidates for this job order.

To reach your local Michigan Works Agency, call 1-800-285-9675 Monday - Friday, 8:00 A.M. to 5:00 P.M.

....

Salary

Minimum pay $ 7.00

Maximum pay $ 9.00

per Hour

Done   Internet

start   3 Internet Explorer   Microsoft PowerPoint ...   Novell GroupWise - M...   12:16 PM

Job Location

This job is located in (city):

Detroit

| Detroit |
| Detroit Beach |
| Dewitt |
| Dexter |
| Dexter Township |

If there is a vacancy for the same job in another city, click here .

Posting Period

Keep in Mind

This number can be modified at any time through the Modify Job Order option.

Enter the number of calendar days this job order will remain open (up to 180 calendar days)   30
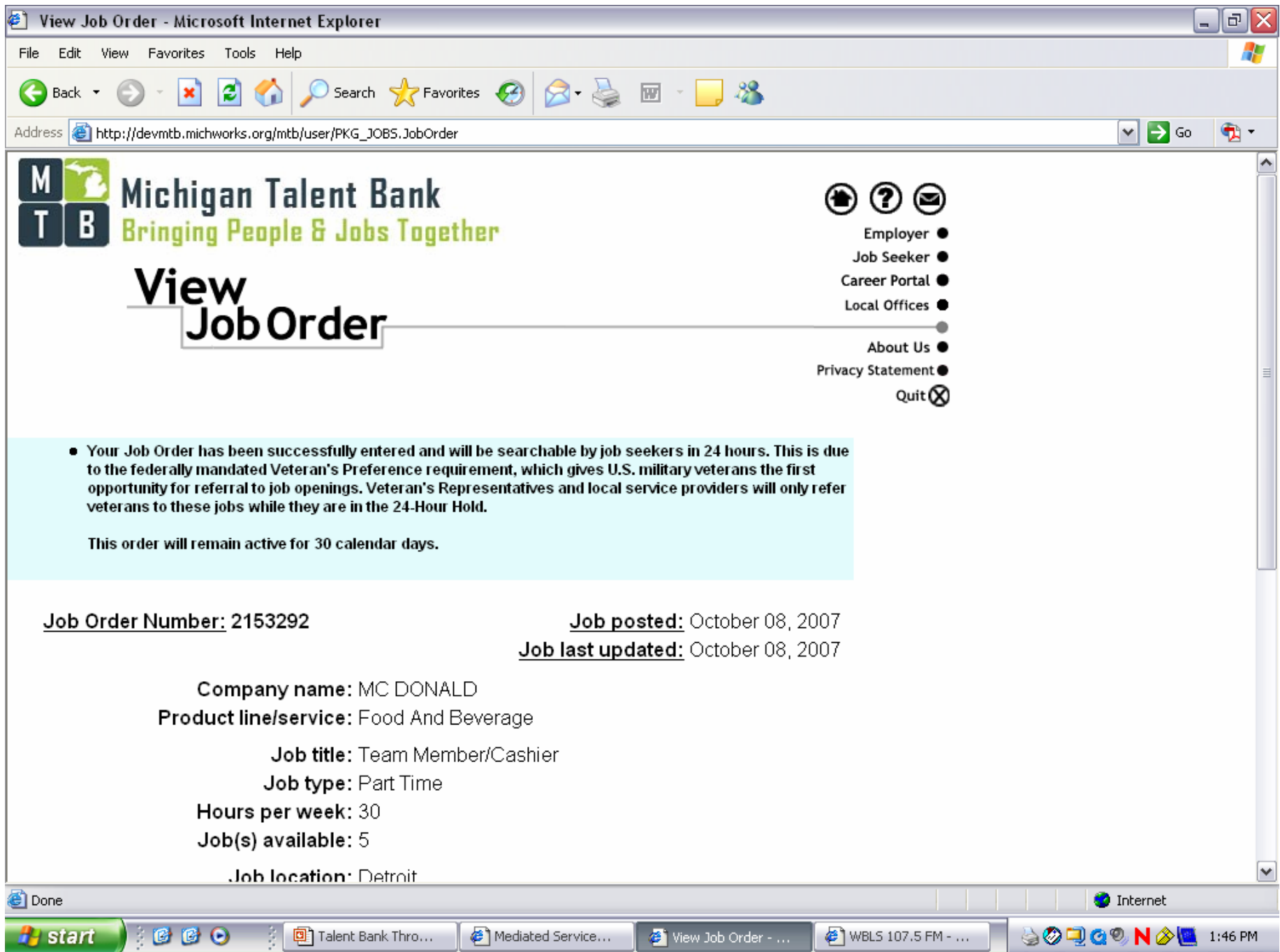
If you do not enter a value, the job order will remain active for 30 calendar days.

Check Spelling ✓

Submit

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🏠 ❓ ✉

View Job Order

- **Your Job Order has been successfully entered and will be searchable by job seekers in 24 hours. This is due to the federally mandated Veteran's Preference requirement, which gives U.S. military veterans the first opportunity for referral to job openings. Veteran's Representatives and local service providers will only refer veterans to these jobs while they are in the 24-Hour Hold.**

  This order will remain active for 30 calendar days.

Job Order Number: 2153292

Job posted: October 08, 2007
Job last updated: October 08, 2007

Company name: MC DONALD
Product line/service: Food And Beverage

Job title: Team Member/Cashier
Job type: Part Time
Hours per week: 30
Job(s) available: 5

Job location: Detroit

Talent Scout

File Edit View Favorites Tools Help

This job is located in (city):

Detroit

| Detroit |
| Detroit Beach |
| Dewitt |
| Dexter |
| Dexter Township |

If there is a vacancy for the same job in another city, click here .

Posting Period

Keep in Mind

This number can be modified at any time through the Modify Job Order option.

Enter the number of calendar days this job order will remain open (up to 180 calendar days) [30]

If you do not enter a value, the job order will remain active for 30 calendar days.

Talent Scout

To retrieve your Talent Scout results, your email browser preferences should be set to accept HTML.

☑ Check here to activate the Talent Scout.
(Uncheck to inactivate this option)

Explain

Talent Scout Frequency: Daily

Talent Scout maximum resumes return: 20

Explain - Microsoft Internet Explorer

By activating the Talent Scout you will automatically receive a daily email notice listing resumes from job seekers who most closely match your Talent Scout Matching Criteria (Job Title, Location, Salary, and additional Keywords). The initial scout will return resumes entered/updated within the last 30 days.
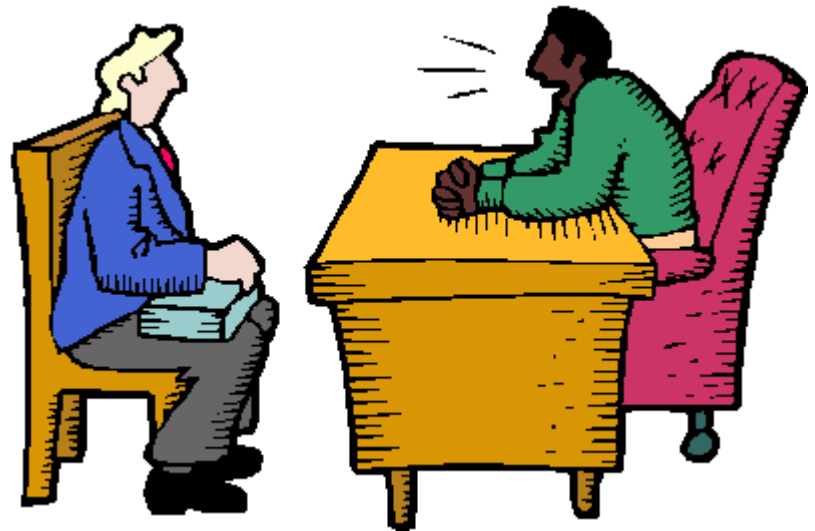
Close

Submit

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Questions and Discussion

Part 3: Resume Searches

- Find the Right Resumes
- Search Results
- Resume Carts
- Job Openings Filled
- Questions & Discussion

Find the Right Resumes

Search Results

Search Results - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Search Results!

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Edit Criteria ●
New Criteria ●
Save This Criteria ●
Get Saved Criteria ●
Resume Carts ●
Quit ⊗

1-20 of 250 resumes containing:

Your search criteria:

- Job title: **truck driver**
- Resumes last update: **(Resumes added or updated in the past 30 Days)**
- Job location: **Detroit**

The ★ indicates U.S. military veteran.

Age of Resume | 30 Days ▾

Click on the resume Job Title to View Resume.

Click checkboxes to select resumes to be added to a cart.

Note: The system will not add a resume to a cart if it is already in that cart.
Once a cart has been selected, items in that cart are no longer selectable from the search results list.

┌Search

Note to Employers:
When you click on the job seeker's resume below, their contact information will not be available. You must click again on View Contact Information. This step ensures compliance with equal opportunity standards which require that employers evaluate the job seeker's qualifications without bias towards name or place of residence.

1. Sanitation Truck Driver, cdl truck driver, route driver, delivery driver...Class B Delivery Truck Driver, straight truck driver, driving...General Truck Driver, cdl truck driver, custodian, janitor, cleaning, building cleaning, janitorial Qualifed truck driver with CDL-A/airbrake endorsement and perfect driving record. Experienced in truck maintenance. Excellent social skills. Excellent references.

2. Tractor Trailer Truck Driver CDLX Semi Truck Driver...Tractor Trailer Truck Driver CDLX Semi Truck Driver...Tractor Trailer Truck Driver CDLX Semi Truck Driver To obtain a position as a Local Truck Driver where I can utilize over 30 years of experience, my skills and abilities for further advancement. Possess CDL with X endorsement.

3. Tractor Trailer Driver,cdla truck driver, ...semi tractor/truck driver, cdla truck driver,hazmat, doubles...OTR CDLA Truck Driver, regional cdla truck driver I am seeking a position as a Truck Driver with CDL-A,T, HZ where I can utilize my excellent driving skills and provide a company with the secure, safe, and on time delivery. I have 15 years experience as a reliable, and dependable driver.

4. Professional Truck Driver, CDL A truck driver...route driver, delivery driver, cdl truck driver...CDL A truck driver, route driver, delivery driver To obtain a job where I can utilize my skills, abilities and experience as a professional CDL class A truck driver with a reputable company.

5. CDL Class A Truck DRiver, delivery driver, cdla truck driver...General Laborer, warehouse, shipping

Saved Search Criteria

Resume Carts

manufacturing assembly work. I am looking to secure a position in any of these Fields or work.

☐ 6. **Cable** tech...Computer tech...Sales Rep Obtain Network **cable** Tech field tech **Cable** fiber computer Tech

☑ 7. **Cable Installer**...Engineering Internship...Laborer Seeking a job in **cable**, engineering, or any laborer positions.

☑ 8. **cable installer**/technician...broadband technician...satellite **installer** Looking for a full time position in the internet field, such as fiber optics installation, in both residential and commercial..wireless installlation as we'll.

☑ 9. low voltage **cabling installer**...**Cabling** technician...**Cable** Puller To utilize and improve my communications skills as a part of a dedicated team or individual to help a company meet and exceed its goals.

☑ 10. operator...Shipping and receiving...**Installer** To work for an exciting fun job full of challenges and growth opportunity

☑ 11. Driver...**Cable** TV Tech / Internet **Installer** / Service Tech...Shipping And Receiving Warehouse Person To Find Employment That Allows Me To Advance The Existing Knowledge I Currently Possess, Or With The Opportunity Which Allows Me To Learn And Develop New Skills That Can Create A Stable And Positive Future For Myself And Family.

☑ 12. satellite **installer** ...**cable installer** ...sale's satellite/ **cable installer**

☑ 13. hilo...shipping/receiving...general labor Hilo, shipping/receiving, **cable installer**.

☑ 14. VOICE/DATA TECH...**CABLE** TECH...general a full time position in telcom

☑ 15. **Cable Installer**...Shipping and Receiving To obtain employment to utilize and enhance my skills as a **cable installer** or in shipping and receiving.

☑ 16. Communications **Installer**...Customer service technician...Customer care rep. Full time or part time job opportunity wanted as a managaer,casheir,salesperson or retail worker. I have good math skills, enjoy customer service and will make a good first impression for your business.

☑ 17. Project Coordinator...Project Supervisor...Installation Technician To obtain a Full Time Position as a Project Coordinator and/or **Cable Installer** in the Telecommunications field.

☑ 18. Computer repair ...Network technician...Electronic Technician Seeking permanent full time employment as a Computer, Electronic, or Electrical Technician.

☑ 19. Mobile Electronics **Installer**...Computer Repair...**Cable Installer** Seeking a full time position in the **cable** TV, high speed internet, or mobile electronics installation Fields.

☑ 20. Driver...Painter / Renovations...**Cable Installer** Looking for a Local truck driving job, I Have a CDL License A,C. a Job in Previous Occupation. Painter with Drywall Repair Services /Handyman. (Alarm,Phone,**Cable**,Fire,CCTV,Intercom **Installer**.Residential,Commercial.

Add Resumes To Cart

Enter key words to **refine this search** [   ] Search

NEXT ▶

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Cart View

Job Openings Filled

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Modify
Job Order List

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- To view or print the details of a job order, click on the **Job No.**.
- To modify the content of Active jobs (or activate/deactivate a Talent Scout), click on the **Job Title**.
- To reactivate an inactive job order, go to Job Status, click on **Inactive** and update the job order.
- You can easily enter the **No. of Jobs Filled** for each job order from this screen.
- You can also change the **Job Status** if you want to inactivate a job order.

Clicking **Modify**, **Next** or **Previous** will save all changes.

NEW When you view or print the details of an inactive job order, you will now be able to see the date your job order was inactivated and the number of days it remained open.

Show: [Active and Inactive Jobs]   Sorted by: [Job Status]   [Ascending]   Sort

Job No.	Job Title	City	Posted By	Date Posted	Date Last Updated	Days To Inactivate	No. of Jobs Filled	No. of Available Jobs	Talent Scout	Job Status
2476144	Courier	Livonia	STAFF	07/25/2006	07/31/2006	0		1	-	Inactive
2451221	Courier	Livonia	STAFF	05/10/2006	07/25/2006	0	6	1	-	Inactive
2451265	Courier	Warren	STAFF	05/10/2006	07/25/2006	0	6	1	-	Inactive
2476145	Courier	Warren	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive
2451270	Record Center Specialist	Livonia	STAFF	05/10/2006	07/25/2006	0	12	1	-	Inactive
2451276	Record Center Specialist	Warren	STAFF	05/10/2006	07/25/2006	0	9	1	-	Inactive
2476147	Record Center Specialist	Livonia	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive
2476149	Record Center Specialist	Warren	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive

Questions and Discussion
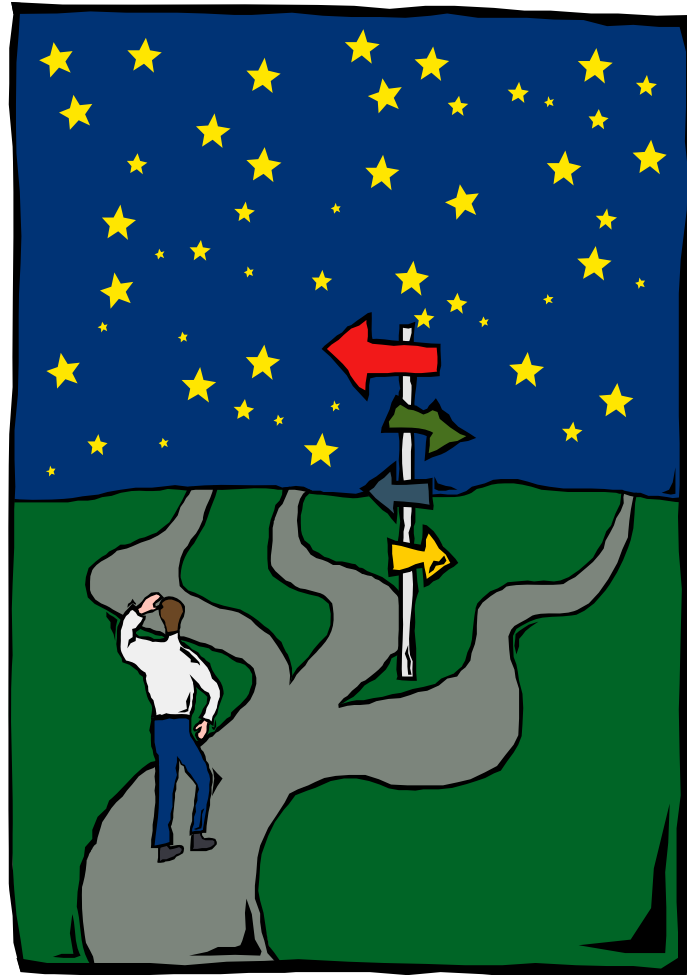
Questions? Suggestions?

- Talent Bank Help Desk
  1-888-253-6855
  MTBHelp@michigan.gov

- Mediated Services/One Stop MIS
  implementation@michworks.org

- Talent Bank Training Site
  http://training3.michworks.org